



Position/Job Description

VICE PRESIDENT – FINANCE AND OPERATIONS, and CHIEF FINANCIAL OFFICER (CFO)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this job you should submit a [KWU Employment Application Form](#), a cover letter, and resume/curriculum vitae. Please email your application materials to jan@kwu.edu (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified, and continue until a hiring decision is made.
- Job is to be filled as soon as possible.
- Job begins as soon as possible.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so.

ADMINISTRATIVE INFORMATION

POSITION TITLE: VICE PRESIDENT FOR FINANCE AND OPERATIONS (VP-FO), AND CHIEF FINANCIAL OFFICER (CFO)

POSITION'S OPERATING GROUP: Finance and Operations

GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The purpose of the Finance and Operations group is to provide and manage the financial and supporting operational services of the university. Major responsibilities include: 1) oversight of the recording all financial transactions in an accurate and timely manner, 2) producing the university's financial statements and management reports in an accurate and timely manner, 3) providing financial budgeting, analysis, and compliance reports and services, 4) managing university assets and liability accounts, and 5) managing supporting services to include the Post Office, Yotee's Spirit Store, Information Services, and Plant Operations.

POSITION'S DIRECT SUPERVISOR: President & CEO (Dr. Matt Thompson)

DATE POSITION LAST REVIEWED OR ANALYZED: November 5, 2018 REVISOR: Lisa Hodges (HR) and Dr. Matt Thompson (President/CEO)

POSITION'S EMPLOYMENT STATUS: Full-Time, Executive, Exempt, At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the person's qualifications and experience.

POSITION INFORMATION

POSITION'S SUMMARY: This position is responsible for: 1) planning, coordinating, and evaluating the goals and activities of the operating group in alignment with the goals and activities of the university as a whole; 2) leading, supporting and motivating the position's direct reports; 3) personally managing the university's major financial activities including financial budgeting and analysis, asset-liability account management, internal review, and external auditing, and financial reporting and compliance; and 4) achieving the university's and group's strategic and tactical goals and objectives.

POSITION WORKS WITH: The Financial/Operations group consists of 20-30 employees of which 5-7 employees report directly to this position. In addition, this position is part of the President's Council, and works with other university

administrators, staff, outside regulatory agencies, members of the Foundation Board, trustees, financial advisors, and other similar university stakeholders.

POSITION'S STAFF AUTHORITY: Directly supervises the following positions or direct reports: Assistant CFO, Post Office Manager, Yotee's Spirit Store Manager, Information Services Manager(s), and the Director of Plant Operations.

POSITION'S BUDGET AUTHORITY: Group Budget in excess of \$750,000.

POSITION'S PHYSICAL WORKING CONDITIONS: 90% Office environment and 10% campus environment. Position requires standing, sitting, stooping, filing, keyboarding/typing, speaking, seeing, hearing, walking and other similar motions and activities.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone system, University computer system, Jenzabar/CX information system, desk top computer, multiple accounting-related software systems.

POSITION'S WORK SCHEDULE: Monday through Friday 8 a.m. to 5 p.m. schedule with additional hours as required by university and group needs. A normal work will range between 50 and 60 hours.

POSITION'S TRAVEL REQUIREMENTS: Minimal and usually related to off-campus financial meetings and personal development activities.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

1. **FINANCIAL REPORTING, AUDITING, AND COMPLIANCE (20%):** responsible for ensuring the accurate and timely reporting of the overall financial transactions of the university within the requirements of GAAP and other regulatory bodies, in order to communicate an accurate and complete understanding of the university's past, present, and future financial condition to university decision-makers and interested outside agencies (lenders, federal regulators, etc.).
 1. Ensures the accurate and timely preparation and presentation of the university's financial statements, both for external reporting and for internal management.
 2. Audits and ensures university compliance with the regulations and requirements regarding federal and state financial assistance programs.
 3. Identifies and recommends "metrics" which allow the university to evaluate current performance when compared to HLC, federal, and financial guidelines (ROI, current ratios, etc.).
 4. Provides internal audits of accounts and processes, and provides external auditors with the assistance required for an accurate and successful audit of the university's financial records and processes.
2. **FINANCIAL BUDGETING, ANALYSIS, AND PROJECTIONS (20%):** responsible for developing and maintaining university budgets and reporting on deviations between actual and budgeted performance in a timely manner in order to positively influence future results.
 1. Develops, in collaboration with the Institutional Direction Committee, an annual operating budget, and ensures accurate and timely reporting of actual to budget deviations enabling management to modify decisions as necessary.
 2. Develops, in collaboration with senior university staff, a capital budget, and ensures accurate and timely reporting of actual to budget deviations enabling management to modify plans accordingly.
 3. Develops an annual cash flow budget, and ensures accurate and timely reporting of actual cash flows to enable management to modify decisions.
 4. Provides forward looking financial projections and analysis (multi-year revenue, capital, and cash flow projections).
3. **ASSET/LIABILITY/EQUITY ACCOUNT MANAGEMENT (20%):** responsible for identifying, protecting, and maximizing the safety, accuracy, and productivity of each of the university's important financial accounts.
 1. Actively manage cash and cash reserves to ensure the university's ability to cover its financial obligations as they occur.
 2. Actively oversee accounts receivables in order to reduce late payments and bad debts.
 3. Actively oversee inventories, as well as purchasing contracts and leases, in order to increase purchasing value and minimize overstocks and obsolescence.

4. Review and suggest ways to maximize the value and utilization of the university's fixed assets (buildings, equipment, etc.) including new asset purchases, asset replacements, and asset sales and disposal.
5. Actively oversee all university payables in order to pay vendors on time while taking advantage of all payment and discount terms.
6. Actively manage university borrowing in order to fund necessary short and long-term projects and needs while minimizing borrowing costs and borrowing risk to the university.
7. Maintain and enhance the university's credit rating and ability to borrow funds when needed and at attractive rates.
4. **PROJECT OPPORTUNITY ANALYSIS (15%):** responsible for identifying and recommending projects and opportunities to university decision-makers, as well as providing financial expertise and analysis concerning new financial opportunities on an as needed basis in order to enhance effective and efficient financial decision-making.
 1. Identify and recommend to senior management opportunities for revenue enhancements, cost reductions, and operating efficiencies.
 2. Provide the President and the university operating groups and departments with financial analysis and expertise regarding revenue and efficiency opportunities on an as-needed basis (staffing, new construction, curriculum expansion, etc.).
 3. Provide feasibility and profitability modeling and forecasting of projects and opportunities identified by the university and its major operating groups.
5. **OFFICE AND STAFF SUPERVISION (15%):** responsible for identifying, hiring, and improving staff in order to achieve this operating group's goals and objectives within the group's budget.
 1. Recommend appointments to the Finance and Operations group staff as needed, subject to Presidential approval.
 2. Directly supervise the Finance and Operations direct reports by assigning specific goals and objectives for each direct report, evaluating performance against those goals and objectives, and holding direct reports accountable for their performance.
 3. Assist the Finance and Operations group staff to create and execute personal development plans in order to improve and enhance each employee's ability to achieve and increase personal and university success.
 4. Supervise auxiliary enterprise services to the university in order to evaluate and maximize value from these services (bookstore, food service, plant operations, rentals, etc.).

POSITION'S OTHER DUTIES (10%):

1. Provide the Finance and Operations Committee of the Board of Trustees with the information and analysis they need to complete their work and to make effective and efficient recommendations to the Board as a whole.
2. Assist the KWU Foundation with information, analysis, and recommendations as needed.
3. Serve on appropriate university committees as assigned.
4. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE POSITION'S SUPERVISOR.**

POSITION'S PERFORMANCE MEASURES AND STANDARDS: Specific performance measures and standards (goals) for each performance measure will be set in consultation with the position holder and their direct supervisor.

1. **Goals for First Four Months:**
 1. Review finance and operations processes and practices and recommend improvements to enhance group and university effectiveness and efficiency.
 2. Complete audited financials by mid-December and produce a preliminary 2019-20 budget by February Board of Trustees meeting.
 3. Implement budget development process that aligns with university priorities and creates institutional buy-in
 4. Support alignment in Admissions, Financial Planning, and Business Office processes.
 5. Review and recommend appropriate next steps to improve functionality of CMS (Jenzabar).
2. **Performance Reviews:**
 1. Every other week reviews of performance based on assigned tactical goals and objectives.
 2. Informal quarterly reviews of performance based on assigned strategic goals and objectives.

3. Formal annual review and goal setting to review past performance and set coming strategic and tactical goals and objectives for the coming year.
4. Satisfaction Survey of direct reports, group staff, and university “customers” to ensure positive and effective working relationships.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor’s Degree in Accounting
- PREFERRED: Master’s Degree in Accounting and an MBA or similar degree.

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: CPA, or similar designation relative to a VP/CFO position.

WORK EXPERIENCE:

- MINIMUM REQUIRED: Five or more years in financial administration with at least two years supervision experience.
- PREFERRED: Preference given to those with experience in private education in a financial administrative role, and with at least two years in federal loan program compliance and/or auditing.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’s:

- MINIMUM REQUIRED
 - Demonstrable alignment with the mission and vision of KWU.
 - Demonstrable professional level oral and written communication skills.
 - Demonstrable proficiency in using Word and Excel.
 - Demonstrable ability to work well with others and in teams.
 - Demonstrable ability to prioritize duties and to execute detailed work.
 - Demonstrable ability to think creatively and to solve complicated financial problems.
 - Demonstrable ability to maintain confidentiality.
 - Demonstrable punctuality and reliability in attendance.
- PREFERRED
 - Demonstrable experience with Budget Maestro, Jenzabar/CX information system.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITION. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the president of the university, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.